

**PAYDAYS 402**

*Effective Date: 02/01/2016*

All employees are paid monthly on the last working day of the month. Exempt employees' paycheck will reflect pay for the entire calendar month, less any annual leave, sick, or compensatory time entered prior to the 15<sup>th</sup> of the month. Non-exempt employees' paychecks will include earnings for all work performed through the 15<sup>th</sup> of each month (Human Resources may develop an alternate pay method for seasonal employees).

Employees are required to have their pay directly deposited into their bank accounts. Employees will receive an itemized statement of wages when Cass County makes direct deposits. All employees will receive a paper check for their first and final paycheck.